

Chief, Security Control Staff, L&S

ATTENTION: [REDACTED]

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30 June 1951

Deputy Chief, Geographic Division, O/HR

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REFERENCE: Contract No. [REDACTED]

I. Initiation of the CIA project

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[REDACTED] of this Division visited the [REDACTED] on 12 June 1951, for purposes of formally initiating the CIA project as defined in the above referenced contract signed 11 June 1951.

II. Physical description of buildings, control of circulation

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The [REDACTED] is housed in three buildings located in a group, locally referred to as "GI Village," built by the University after World War II to house GI students and their families. The group is located on University grounds about two miles northwest of the University Stadium. The northern edge of the group is near a fast, divided, four-lane highway.

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The buildings are plain, two-story frame dwellings, having a simple, moderately-steep, gable roof with a two-foot overhang. Entrance to the buildings is through a door located at the rear of one side of the building. The buildings are located roughly 100 feet apart in an irregular arrangement. No fences surround the group as a whole, or the three buildings occupied by the [REDACTED]. Although the buildings of the [REDACTED] do not differ in appearance from the other buildings they are identified with the [REDACTED] by small signs hanging over the entrance to each of the three buildings. The windows have no special screening of any kind. The double-hung sash are equipped by ordinary window catches. Entrance to the main administration building is not controlled in any way. Entrance into the second-floor hallway of the main building is blocked by a swinging gate equipped with a simple catch that is not controlled in any way. The second building houses the offices of [REDACTED] and [REDACTED] and the offices of several research associates and technical assistants. Some of these are people who carry no CIA security clearance. The photographic and cartographic units of the [REDACTED] are located on the ground floor. The entrance to the second floor is blocked by a screen door covered with medium-weight, 1" mesh wire screening. The door is equipped with a snap-lock that is left unlocked throughout the working day. No control point exists to systematically check movement in or out of the first or second floor in general. Some casual check, however, occurs because of the relatively small-size of the staff (about eight) who are assigned to the second floor.

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DOCUMENT NO. [REDACTED]  
NO CHANGE IN CLASS. [REDACTED]

DECLASSIFIED  
CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: [REDACTED]

DATE: 7-11-25 REVIEWER: 372044

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No pass system is used to control movement in any of the three buildings. Determination of authorized personnel is not systematized by any explicit method or procedure.

### III. Secure filing facilities

Both buildings contain ordinary filing cabinets as well as standard safe files issued to the [REDACTED] by the Air Force for the duration of Air Force contracts on which the [REDACTED] is presently engaged. There is some question whether the [REDACTED] is taking sufficient cognizance of the weight-bearing capacities of the floor in the placing of safes or in limiting the number of safes to a given floor.

### IV. Guards

The [REDACTED] employs three elderly male guards, each assigned to a given building. They are on duty from 4:30 P.M. to 8:00 A.M. [REDACTED] indicated that they had some sort of Air Force check and clearance. The guards act as janitors. There was no indication that any instructions existed for the special removal of classified trash. The guards are under explicit orders to check all locked files and safes on the first round directly after the close of business. There is no time-clock control system in any of the buildings.

### V. Additional physical security plans for the CIA project

The [REDACTED] plans to segregate four rooms on the second floor of building 2 by means of a medium-weight wire screen door controlled with an electric buzzer lock. Access to the room will be limited primarily to cleared personnel, with non-cleared personnel permitted only in the presence of cleared personnel. This segregated area will contain all of the safes containing classified information related to the CIA project, as well as the desks belonging to [REDACTED]

The [REDACTED] will be sent two legal-size safe files on issue from CIA to be used for the duration of the project. An instruction from I&S is desired concerning the setting and custody of the combination lock. [REDACTED] plans to have sole custody of one or both of the safes to control CIA-loaned documents.

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D/C [REDACTED] ask  
cc: CHIEF, D/G

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